

SOUTH GULF COVE BEAUTIFICATION ADVISORY COMMITTEE

Regular Meeting

October 17, 2012 2:00 PM

Building Construction Services Conference Room
18400 Murdock Circle, Port Charlotte

Attendees: Bob Dratch, Barbara Hundley, Kendall Leach, Carol McGuire, and Karen Price

County: Robert Halfhill, Alan Holbach, Judith Nothdurft, Gregg O'Connor, Joanne Vernon, Roger Warner, and Sandy Wright

Guests: Chuck Dalenberg

The meeting was called to order at 2:03 p.m. with all members in attendance. The Committee agreed unanimously to change the agenda to allow Mr. Halfhill to address the committee first.

Irrigation System Repair – Mr. Halfhill reported on his discussions and research into the on-going irrigation repair dispute. The system is repaired and the contractor will be paid.

Minutes - The meeting notes from September 26, 2012 and June 27, 2012, were approved unanimously as amended. Future meeting notes will be prepared using Roberts Rules of Order format (copy attached for file).

Request for 10% Cap on Inspection Fees - Joanne Vernon, Assistant County Engineer reported on the engineering inspection process; fees are usually 10-15%. She will work on a process to alert committees when inspection hours may be more than 10-15%.

Activity Report – distributed and discussed.

Unfinished Business

- San Domingo Park – Roger Warner, Project Manager provided an update and reported the project is on budget with administrative costs under 10%. Discussion regarding:

Benches – the issue of purchasing five benches was tabled until amenities to be included in the next project phase are determined. Discussion included number and cost of benches and if cost includes concrete pads

Survey letter – Content of the survey letter was discussed. Mr. Dratch will re-work the letter.

Restrooms – Ms. McGuire made a motion to begin preliminary work for the construction of restrooms in San Domingo Park; seconded by Mr. Dratch and approved unanimously.

Signage – Walt Black, Environmental Health/Safety ADA Coordinator is inspecting the area and will recommend wording for signage along the sidewalk. "Park Closed" signs have been stored for future use. All park signs should be uniform in design.

Mowing – A change order will be required so that Dalenberg can provide the same scope of services for Phase II

SOUTH GULF COVE BEAUTIFICATION ADVISORY COMMITTEE
Regular Meeting
October 17, 2012 2:00 PM
Page 2

Trash cans - Mr. Dratch made a motion to place two trash cans in the San Domingo parking area; seconded by Ms. McGuire and unanimously approved. Mr. Holbach will arrange for delivery of trash cans that will be maintained by the County.

- Linear Park – Discussion regarding arbor repair that is outside the scope of the contract.

Shoreline cleanup - will require a separate purchase order. Mr. Leach made a motion to accept the quote from Dalenberg Enterprises for \$4,900 to clear the shoreline along the Linear Park; seconded by Ms. Price and unanimously approved. Discussion regarding funding clean-up vs. mangrove trimming. Area will be maintained by Dalenberg's maintenance contract but should be cleaned out annually.

Mangrove trimming – decision needs to be made at December meeting since no mangrove trimming is allowed after March.

- Medina Park – no discussion
- Learning Garden – Ms. McGuire will resign as Project Manager effective January 1, 2013.
- Property Exchange – Properties available for exchange were discussed. Ms. Price made a motion to proceed with the property exchange to develop McCallister Park; seconded by Ms. Hundley and approved unanimously. There was additional discussion regarding developing the 20-acre community park at the south end of SGC.
- Re-use Water Pumps at Entranceways – Mr. Leach made a motion to accept the \$9328 estimate for purchase and installation of four (re-use water) booster pumps at the entranceways; seconded by Ms. Hundley and approved unanimously. Funds saved from mowing costs will be used for the pumps. Mr. Holbach asked to have the four pumps for the entry features deleted from the PO and Mr. Dalenberg agreed that he would not do the pumps if the PO has already been issued. Mowing on CR 771 will be paid from Gas Tax and the MSBU will be reimbursed.

New Business

- Town Hall Meeting – To be scheduled in February/March 2013.
- 2 Year Budget Cycle – Preliminary draft of budget should be completed by the end of January 2013 and Finance Dept. will return budget for Committee review by March 2013.

SOUTH GULF COVE BEAUTIFICATION ADVISORY COMMITTEE

Regular Meeting

October 17, 2012 2:00 PM

Page 3

- Project Management – Public Works will be responsible for project management of all MSBU projects that are not located in the County's rights-of-way. Project management services will be contracted by issuing Requests for Letters of Interest to the appropriate companies listed in the Purchasing Divisions' professional library. Phase II, San Domingo Park will be the first project to be managed through this process with scope of services to be reviewed by Committee prior to submittal.

The next regular meeting is scheduled for Wednesday, November 28, 2012 at 9:30 a.m. with location to be determined.

The meeting was adjourned at 4:54 p.m.

Submitted by:

A handwritten signature in cursive script that reads "Sandra Wright".

Sandra Wright
Public Works Department

SOUTH GULF COVE BEAUTIFICATION ADVISORY COMMITTEE ATTENDANCE ROSTER

MEETING TIME: 2:00 P.M. Building Construction Services Conference Rm.

[illegible]